

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ENGINEERING DIRECTOR
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs responsible professional engineering and administrative work directing the activities of an engineering department. Employee reports to the Assistant City Manager, and serves at the pleasure of the City Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, organizing, directing and coordinating the activities of the Engineering Department. Duties include the design, construction and maintenance of various engineering projects, and providing administrative coordination for inspections. Additional duties include supervising the transportation planning and traffic engineering functions of the City. Employee is responsible for determining major departmental policies and for planning and implementing the various engineering services programs. The major emphasis of the work is on policy development and overall departmental administration and coordination. Supervision is exercised directly or through subordinate administrators over a staff of professional, technical, operational, and supporting personnel. Employee represents the City on all engineering related projects and serves as liaison and technical consultant for the City. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed under general supervision of the City Manager's Office and is evaluated through conference and the analysis of program achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, assigns, directs, coordinates, and exercises general supervision over departmental employees engaged in a wide variety of engineering and related operations.

Establishes program and project policies for the department.

Analyzes departmental budget estimates and prepares final budget estimates for the review of the City Council and other officials.

ENGINEERING DIRECTOR

Oversees the preparation of engineering plans and specifications for public works projects including water system improvements, wastewater system extensions, street projects, sidewalk projects, and storm drainage system improvements.

Oversees the activities of the transportation planning and traffic engineering staff to include coordinating with NCDOT on work tasks.

Directs the activities of the Metropolitan Planning Organization staff as the City of Asheville representative.

Coordinates with NCDOT staff to request grants, approve plans, etc.

Confers on a frequent basis with principal administrative and technical subordinates within the department in initiating work, assessing work progress, and resolving work problems.

Reviews design plans and specifications by architects and engineers to be prepared for the City.

Acts as liaison between department for which the work is being constructed and those architects or construction companies interested in the project.

Suggests functional or structural changes of benefit to the City in the development of such modifications to plans and specifications.

Participates in final inspections of City buildings for acceptance by City from contractors.

Prepares and presents complex technical reports; provides the City Council, developers, contractors and the general public technical information relating to engineering projects.

Oversees the inspection of infrastructure projects to be maintained by the City.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the administrative practices and procedures relative to engineering, inspections and solid waste management.

Thorough knowledge of the principles and practices of civil engineering as applied to the design, construction, and maintenance.

Considerable knowledge of the building trades field as it applies to code interpretation.

Considerable knowledge of transportation planning and traffic engineering practices.

Considerable knowledge of modern practices and procedures of accounting, budgeting and personnel administration as applied to City government.

Considerable knowledge of the current literature, trends, and developments in the field of municipal public works administration.

ENGINEERING DIRECTOR

Considerable knowledge of the principles of supervision, organization, and administration.

Knowledge of traffic signal systems.

Ability to read and interpret construction plan, specifications, and topographical maps.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to establish and maintain effective working relationships with City officials, employees, contractors and the general public.

Ability to communicate ideas effectively orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in civil engineering or a related field and 6 to 9 years of experience in professional engineering work; or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Registered as a professional Engineer in the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

ENGINEERING DIRECTOR

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Salary Grade 29
Exempt